

**NOTICE OF  
INVITATION FOR BIDS (IFB)**

Sealed bids are invited for the replacement of the existing roof at the Ivor Laboratory, Ivor, Va. The project is generally described as the removal of the existing roof and the installation of a new single-ply roof system.

Sealed bids will be received at Room 227, 102 Governor Street, Richmond, Virginia, 23219. **The deadline for submitting bids is 2:00 P.M. sharp, as determined by the Bid Officer, on June 25, 2013.** The bids will be opened publicly and read aloud beginning at 2:00 P.M., on June 26, 2013, at the same location.

A Bid Bond is required.

**eVA Vendor Registration:** The bidder or offeror shall be a registered vendor in eVA. See the attached **eVA Vendor Registration Requirements**.

***GCPay:** Contract payments shall be made through GCPay. Go to [www.dgs.virginia.gov/deb](http://www.dgs.virginia.gov/deb) to see the fee schedule and go [www.gcpay.com](http://www.gcpay.com) to see the instructions on how to process pay applications.*

Procedures for submitting a bid, claiming an error, withdrawal of bids and other pertinent information are contained in the Instructions to Bidders, which is part of the Invitation for Bids. Withdrawal due to error in bid shall be permitted in accord with Section 9 of the Instructions to Bidders and § 2.2-4330, Code of Virginia. The Owner reserves right to reject any or all bids.

A pre-bid conference will be held at the site, 34591 General Mahone Boulevard, Ivor, Virginia on June 12, 2013 at 11:00 am.

Attendance shall be mandatory for those submitting a bid.

**The contract shall be awarded on a lump sum basis as follows: the Total Base Bid Amount including any properly submitted and received bid modifications plus such successive Additive Bid Items as the Owner in its discretion decides to award in the manner set forth in Paragraph 12 of the Instructions to Bidders. 'Notice of Award' or 'Notice of Intent to Award' will be posted on the bulletin board at the Department of Agriculture and Consumer Services.**

Contractor registration in accordance with Section 54.1-1103 of the Code of Virginia, is required. See the Invitation for Bids for additional qualification requirements.

The Invitation for Bids for the above project, including the drawings and the specifications containing the information necessary for bidding, may be obtained from the office of Toano Design, Inc. P.O. Box 504, Norge, Va, 23127, Telephone (757) 258-9506.

A deposit of \$25.00 for each set of the Invitation for Bids documents will be required as a guarantee of the safe return of the documents within ten days after the bid opening. A non-refundable shipping charge of \$25.00 per set is required for all sets requiring shipment.

Copies of the Invitation for Bids documents, including the plans and the specifications, will also be available for inspection at the following locations:

Toano Design, Inc., 3306 Craggy oak Court, Suite 201, Williamsburg, VA 23188

Authorized Official of Owner/Agency